

B/G-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Executive

DATE: 19 May 1949

FROM : Services Officer

SUBJECT: Space Occupancy in [] 25X1A

25X1A

25X1C

1. Space assigned for CIA use in [] totals 16,370 square feet. Of this amount, there is a reception room containing 305 square feet, an emergency room containing 305 square feet, and special [] (costing several thousand dollars) containing 610 square feet.

25X9

2. I&S occupies 2,745 square feet, and will, on 23 May 1949, have [] people on duty. Their T/O calls for [] and the vacancies are expected to be filled shortly. This space, used solely for office purposes, will make an average of approximately [] square feet per person.

25X9

3. Cartographic occupies the balance of the building and has assigned to it 12,405 square feet of space. At present they have [] people on duty and will have a t/o of [] This being a special purpose activity, consideration must be given to the special and technical equipment required by the Cartographic Section. A list of the equipment is attached. The cost of installing this special equipment is rather extensive, and the move was just completed a few months ago.

4. Building No. 11, located in the Potomac Annex Grounds, contains approximately 14,400 square feet of space. This building was used during the war as a store and cafeteria. It is a square type of building with a large amount of space in the center that cannot be used by the Cartographic Draftsmen. It is estimated that \$30,000 would be a conservative figure to renovate the building. Such things as sprinkler system, toilets, lighting, air conditioning, (the building would be unbearably hot in the summer because of the style of building and its flat roof.), and the installation of the special equipment must be considered. It is estimated that it will take from 90 to 120 days to complete the required work, should we be forced to occupy this building. In addition to Building No. 11, we would then have to obtain space for I&S personnel and re-build []

/s/ []

25X1A

Space file

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